



TSDB(07)9th Conclusions

TRANSPORT SCOTLAND DIRECTORS' BOARD MEETING

MINUTES OF MEETING HELD IN BUCHANAN HOUSE, GLASGOW AT 10AM ON WEDNESDAY, 19 SEPTEMBER 2007

Present:	Malcolm Reed Jim Barton Guy Houston Frances Duffy Ainslie McLaughlin Bill Reeve	Chief Executive Director of TRNMD Director of F&CS Director of Strategy & Investment Director of TR:IPS Director of Rail Delivery
In Attendance:	Jan Polley Lucy Adamson Jim Berryman	Board Facilitator Head of Communications PS/Transport Scotland

Apologies

1. Jacqueline Redmond and Iain Docherty were unable to attend due to other business commitments.

Agenda Item 1: Minutes of Previous Meeting and Matters Arising

2. The minutes of the meeting held on 20 August (TSDB(07)8th Conclusions) were approved.

Matters Arising

3. Malcolm Reed has spoken with John Ewing on Road Traffic Orders for Edinburgh Trams, Transport Directorate are ensuring City of Edinburgh Council adopt an appropriate approach.
4. Clarification was outstanding on the quorum required for the TS Board.

(Action: Jim Berryman)

5. The Edinburgh-Glasgow timetable report is due to be published during week commencing 24 September as is the Ministerial submission on EARL replacement/ E&G Improvements. The report on SPT engagement is outstanding, but will be brought to the next Board meeting where Non-Executive Director input would be valued. *Part of the record of discussion under this agenda item is considered exempt from publication at this time and has been redacted.*

6. The role of Non-Executive Directors in taking forward SSR07 was discussed with a view to enabling them to be more sighted on fast-moving work such as this. The general view that the Board as a whole is the corporate body was agreed, but that flexibility to make day-to-day decisions when required was needed. However, the point was accepted that, for SSR07 the process was one of expedience rather than logic.

7. A future board meeting in Aberdeen was agreed as a good idea in principle, but required justification as value for money. Combining this with a briefing and site visit to AWPR was agreed as being of value, integrating additional similar items to the agenda would also help ensure the visit was merited. [**Note:** November's Board meeting is to be immediately followed by a meeting of the Audit Committee in BH].

Agenda Item 2: Executive Board Pack (Paper TSDB(07)23)

8. Jim Berryman introduced paper TSDB(07)23, the September Board pack.

9. In discussion the following points were made:

- (a) December's pack should focus on Key Achievements/ a thorough review of Business Plan progress rather than "100 Day Commitments" which will now drop from the pack.

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(b) Paper TSDB(07)25 (STPR): The first work package is running substantially late, work with Non-Executive Directors and academics continues. The hope is that by end of October the corridor base-lining study will be published to allow Ministerial engagement in pre-option sifting. An Interactive Planning Session will take place on 12 October.

(c) Paper TSDB(07)26 (ORR Engagement): this paper is for discussion at the Strategy Day. S29,30,33

(d) Some Business Plan targets require redrafting (particularly in Aim 4) and not all have been fully updated.**(Action: Jim Berryman)B.**

9.1 Significant Risks

The Board considered the refresh of Corporate *Part of the record of discussion under this agenda item is considered exempt from publication at this time and has been redacted.*

Agenda Item 3: Transport Scotland Communications Strategy (Papers TSDB(07)27, 28, 29)

10. Lucy Adamson introduced these papers summarising the current position with key internal and external communications and detailing priorities for 2007/08. The internal role played by Directors and Team Leaders was emphasised. There is no formal Stakeholder Plan as yet, only 1 Directorate (F&CS) has held its Stakeholder Workshop, this was a useful session which helped prioritise stakeholders and identify where resources needed to be applied.

(Action: Guy Houston to identify communications training requirement)

(Action: All Directors to include communications with personal objectives)

(Action: All Directorates to hold Stakeholder Workshops as a priority)

Agenda Item 4: Any Other Business

11. There was no other business.

PS/Transport Scotland
October 2007